

Note: Below are Questions and Answers from the April 29, 2004 Formula Grant Bidder's Conference, followed by Written Questions and Answers submitted after the Bidder's Conference.

**Juvenile Justice Bidder's Conference, April 29, 2004**  
**Formula Grant Questions and Answers**

- Q: Disproportionate Minority Contact (DMC) is a priority program factor and also a review area, should the grant application address DMC in both areas?  
A: *DMC is worth 15 points in the scoring, so it would be advantageous to address it even if it is not the priority program area.*
- Q: Would smaller communities without significant DMC lose points or money in the scoring/granting process?  
A: *There are other opportunities in the application to gain points. Also, decisions are not made solely based on points. We are interested in distributing grants where there is need in the state. Also, remember that ranking is relative to other applications received.*
- Q: What is the range of money and the number of grants that are expected to be funded?  
A: *Last year there were fifteen to twenty grants and we expect this year to be similar.*
- Q: If we are choosing to apply for refunding for our program, would this affect us positively or negatively?  
A: *You would not lose points in the scoring if your program was a continuation as long as it meets the given criteria. However, one of the criteria is sustainability, and applying for the same amount of money every year would have an effect.*
- Q: How much money is available for grants this year?  
A: *Approximately \$1 million.*
- Q: If the program is a continuation of a program funded last year, would it be possible to apply for more money this year?  
A: *Yes, if it was necessary.*
- Q: Are the 2003 grants awarded on the website?  
A: *Yes, the link is <http://www.state.ma.us/ccj/formula.htm> .*
- Q: Compared to last year, how is this year's process different?  
A: *This year, the scoring criteria are different.*
- Q: Is it possible to get two separate grants in two different priority program areas?  
A: *Yes, it is possible; however this is a competitive process, with \$1 million available. However, by submitting two applications, you would be competing against yourself.*

Q: Does having a particular partner, such as task forces, or a school department, have more influence in the scoring process?

A: *No, there is no weight based on partner in the scoring process.*

Q: Why did I read that there was \$1.287 million available for the Formula Grant?

A: *There are other costs associated with the grant that brings the total available to approximately \$1 million.*

Q: If I have one program that fits three different priority program areas, do I need to submit three grant requests?

A: *No, we expect that many requests will meet more than one priority program area. However, since the application says "If applying under more than one Program Area, please remember, a separate application (including two copies) must be submitted for each Program Area" you will not be penalized if you do.*

Q: What if I am not exactly sure of which priority program area my proposal meets, or what if my proposal could possibly fit more than one area?

A: *Don't get mired in the detail of exactly which priority program area/areas that your proposal meets. The most significant factor is that your proposal is a clearly explained, brilliant idea that is linked to research.*

Q: With regard to DMC scoring, my city is 92.5% white and only 7.5% minority. However the youth that came through our programs were 26% minority. Therefore, we have a small minority population that is overrepresented. Would this help our chances in the scoring?

A: *Yes, if it contributes to the reduction of DMC*

Q: If our proposal was for a continuation with a request for more funding, would there be a chance that during the review process our funding request would be cut?

A: *Yes, it is possible.*

Q: Would our request for more money on a continuation proposal be penalized?

A: *The review committee could choose either to reduce your amount or to reject your proposal; they could also choose not to change it at all.*

Q: Does it make sense to demonstrate in our proposal how the full amount of money, not a reduced amount, would be more beneficial to our program?

A: *Yes.*

Q: You have mentioned that you would like to see new and innovative programs, along with programs that have been proven effective. What should be done if there is no research to support the program being proposed?

A: *If the program is new, tell us how it relates theoretically to existing research.*

Q: What would be a strong link to theoretical research? For example, if my program trains DA's which would in turn help to reduce DMC, would that be enough?

A: *We can never know what the reviewer is going to think of the proposal, but it would not hurt to take a shot. Use what you can find for research and remember that referencing research means telling how it is relevant to what you are doing.*

Q: Is the JJDPA Formula listserv current?

A: *No. However, we would like to build it for the next round of grantees.*

Q: The application requires outcomes measures which can be process outcome or real outcome. How do we know when to see the results of outcome measures?

A: *In your application, make the argument about your selection of outcome measures. Ideally, we would like impact outcome measures.*

Q: Can you clarify some of the timelines, including the anticipated length of the review period?

A: *The application is due May 28<sup>th</sup>. It will be reviewed by the Grants Review Subcommittee during the first two weeks of June. On June 23<sup>rd</sup> the JJAC will get it for their revisions and reviewing. The Secretary gets their finished product, and the start dates are prior to August 1<sup>st</sup>. Keep in mind that if all paperwork from the applications is completed and presented up front, then the awards will go out quicker.*

Q: Could there be another due date if the JJAC makes suggestions and/or revisions before the final awards are made?

A: *No.*

Q: If the start goal date is August 1<sup>st</sup>, is the proposal written for a 12 month period?

A: *Yes.*

Q: I am confused; the award period is July 1-June 30.

A: *The funds are not eligible to be received by the program until the date that the Assistant Secretary signs the contract. Programs are not eligible to receive reimbursement for costs incurred prior to this date.*

Q: If services are rendered after June 30, can we still use the funds?

A: *Yes, with a written contract extension in advance.*

Q: What if my program is an after school program that will only run when school is in session?

A: *The program does not have to run the full 12 month period.*

Q: Is there any information on current suspension/expulsion programs available?

A: *Check the links on the Blueprints document handout. Also, check with the Department of Education for any information they may have.*

- Q: Is there a list of existing programs funded by the Executive Office of Public Safety that also includes the models that they associate with?
- A: *There is no list available; we are hoping to have one available based on this years awards.*
- Q: Can you give any examples of programs that the Executive Office of Public Safety would like to fund?
- A: *We would like to fund programs that work, especially proven programs.*
- Q: Is there any evidence available for the effectiveness of peer mediation programs?
- A: *There has been work done with Roca. We encourage you to look for research.*
- Q: Where can I find questions and answers from the Bidder's conference?
- A: *We will post them on our website.*
- Q: What is your policy on grant attachments, surveys, graphs, etc.? Are they included in the required number of pages?
- A: *Use your discretion when including attachments, if they can illustrate your points better, use them. Remember that volunteers will be reading your proposals and you do not want to overburden them with unnecessary material.*
- Q: Should graphics be attached or included in the body of the document?
- A: *Again, use discretion. In many cases, you will be able to use graphics to illustrate your points more clearly than words. However, there is no need to impress with the quality of the graphics themselves, we are interested in the clarity.*
- Q: Should the proposal include letters of support?
- A: *Yes.*
- Q: Are the reviewers familiar with Juvenile Justice programs?
- A: *Yes, they have an intermediate to advanced level of knowledge of Juvenile Justice programs.*
- Q: Will you be giving feedback to those programs not chosen for funding?
- A: *Yes, the Executive Office of Public Safety would like to be as helpful as possible in this process. We will give advice to those who request it as well. However, the feedback will not be immediate due to the application process.*
- Q: Will there be a copy of the final scoring sheet available?
- A: *Yes, you may receive a copy of your own scoring; however, we will not make the results public.*
- Q: Is there a preferred font size for the application?
- A: *No, as long as the font is within reason. However, remember that the application will be reviewed by a volunteer, and we would like to be respectful of their efforts. (It didn't say in the application but we prefer 12 point).*

Q: What are some helpful truancy websites?  
A: *Wrap Around Milwaukee, the Colorado Center for Families and Children, the OJJDP website and JRSA.com*

Q: Are there any final instructions or helpful hints that you can give?  
A: *The best advice I can give – which you all already know – is to closely read the application and follow all of the instructions, don't wait until the last minute to begin writing, and have other people read your proposal with a critical eye. Thank you all for your questions.*

### **Written Questions and Answers concerning the Formula Grant Application**

Q: I'm not sure how much to request because I couldn't find anywhere stated how much each individual grant is for.

A: *There is no minimum or maximum amount to request. Last years awards ranged from about \$25,000 to about \$85,000. Ask for what you believe is needed to get the job done.*

Q: I'm curious if what exactly qualifies as a unit of local government. For instance, would the City Council, Police Department, Juvenile Courts or Department of Social Services qualify? What other agencies are considered?

A: *State agencies or units of local government (town, city, county) can apply. The juvenile court or Department of Social Services are examples of state agencies. Concerning units of local government, all contracts must go through the town, city, or county. The applicant has to be someone or some entity that has authorization to enter into contracts for the town, city, or county. (A police department is not a unit of local government). Thus, a non-profit agency that would like to be the "implementing agency" for the grant must coordinate with the management personnel of their local government or a state agency. For practical purposes the implementing agency can prepare the substance of the application, yet officially the contract will be with the unit of local government or state agency. The unit of local government or state agency can sub-contract to the non-profit. Locals have district rules that govern handling such grants. Thus, non-profits that are interested in receiving grant funds should contact their local government or a state agency to see how they normally handle these sorts of arrangements and gauge their willingness to sub-contract to your program.*

Q: In the Application on page five, under "Proposal Review Process," there is a category labeled "Capacity." In this section the reviewers will look for the "proven track record of management team." Does the "management team" refer to the manager implementing the actual program and the management of the organization or division under which the project falls, or simply the former? Also, what comprises a "proven track record" for purposes of this proposal? Having successfully implemented grants in the past? Number of years working at the agency and/or in the business generally?

A: *It depends on the structure of the organization. Who is responsible for supervising the work? Regarding what is a proven track record you should try to show how the management team has impacted its target population(s) with current or past programs that they have supervised. This may include successfully reaching objectives, goals, and outcome measures and other ways you can think of that show the success of the management team. "Number of years working at the agency and/or in the business generally" is not, by itself, evidence of a proven track record.*

Q: At the bidders conference I believe it was stated that applicants can include letters of support. Is there a limit on the number of letters to be included?

A: *There is no limit to the number of letters that can be included, but please reasonable/respectful of our volunteer grant reviewers.*

Q: Is a police department a unit of local government?

A: *No.*

Q: For priority areas where there aren't model programs -- such as reentry of offenders and intervention with young people in a diversion project -- are the requirements met if there is a new model which has an evaluation and some consistency with promising practices?

A: *Any way that you can link your proposal to promising practices that you can identify for us will be beneficial. It will help your application to identify and refer us to sources that show the effectiveness of practices that you hope to incorporate into your program.*

Q: Do programs, such as those described in question 1, which are a Restorative Justice Model, meet the requirements?

A: *There are no strictly defined "requirements" per se. Rather the more evidence you can gather as to why your program will be effective the better. If there is evidence that the Restorative Justice Model is effective or shows promise then you should refer us to that evidence.*

Q: The Formula Grant application states that funds may be awarded to state agencies or units of general local government. Is the District Attorney's office considered to be a state agency? A non-profit agency in a community that I work with is looking to apply for a formula grant in partnership with the Plymouth County DA's office. Would this be a qualifying state agency to be the fiscal agent?

A: *Yes. The District Attorney's office is considered a state agency.*

Q: I was wondering if there was a cap on the amount of money to be asked for.

A: *There is no cap, but it is in the interests of the applicant to make reasonable requests based on the needs of the proposed project.*

Q: In regards to the Juvenile Justice and Delinquency Prevention Grant Program FY2004, I am questioning whether our Accountability Based Community Service (ABC's) Program, which is currently funded with our FY2003 award would fit within

the program area parameters of the 2004 Application for Grant Funds and continue to be funded. In FY2003 we listed the Program Area as Restitution / Community Service, which is not listed as a priority JJDP A Program Area in the FY2004 Application for Grant Funds. We feel that this very successful program could easily fit under the Diversion or the Delinquency Prevention areas. Our program, as described, involves first offender juveniles referred by the court, to complete classroom hours, as well as community service hours. Once the juvenile's obligation is completed, they are diverted from the system, with no record with the Board of Probation. These "at risk" first offenders, through early intervention, most often do not reappear before the court for similar behavior.

A: *That type of program seems to fit well under the Diversion program areas. It is possible for a program to fall under more than one program area.*

Q: What is the upper limit on the amount of funds that can be requested and what is the expected average amount (assuming a \$1M federal award)?

A: *There is no minimum or maximum amount to request. Last year's awards ranged from about \$25,000 to about \$85,000.*

Q: What number of grants does EOPS expect to make?

A: *Last year 14 Formula Grants were awarded. The number may vary depending upon the quality of the proposals.*

Q: Can one entity apply for both the school program and the delinquency prevention program under the Juvenile Justice Grants?

A: *Yes, assuming you are talking about the program areas of the Formula Grant.*

Q: Can a program be targeted to an exclusive population of people? For instance, can a school program be targeted to just a single minority group or will the proposal not be considered if it is not inclusive?

A: *A program can target, in a general way, a particular at-risk population. However, programs should not exclude potential participants based on race or ethnicity.*

Q: I understand that a private non-profit cannot apply, but can be named as the implementing agency. The (Springfield) District Attorney's office can apply. Can the Springfield Police Department apply (with The Salvation Army as the implementing agency) as well?

A: *The police department cannot be the applicant.*

Q: No budget forms are included or alluded to in the AGF. Should we submit only the budget narrative described in the AGF, or should we use the "generic" state budget forms that we have used for other state contracts?

A: *Submit the budget narrative described in the AGF. Please do not use the "generic" state budget forms.*